

LEEWARD COMMUNITY COLLEGE RESPONSIBILITY STATEMENT FOR VETERANS EDUCATION BENEFITS

PLEASE PRINT CLEARLY:

Last Name	First Name	M.I.	ID #	Semester
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Please read and initial each blank below:

_____ I must declare Leeward Community College as my home institution and be a classified student in a VA program leading to a degree or certificate.

_____ I must meet with the VA Clerk if:

- Changing my major/program, name and/or address
- Transferring from another institution
- Dropping classes after submitting the initial "Veterans Student Enrollment Information" (VSEI) form

_____ I must meet with an Academic Counselor with a copy of MyUH class schedule with proof of tuition payment or a receipt from the cashier's office.

_____ I must submit a completed "Veterans Student Enrollment Information" (VSEI) form signed by a Counselor to the VA Clerk for each semester I wish to receive VA education benefits.

_____ I must submit a new VSEI form whenever I add or change my original schedule. Failure to do so may affect my benefits.

_____ I understand that I will be certified for only classes listed in the Leeward Community College catalog for my program.

_____ I must request OFFICIAL TRANSCRIPTS for all military training and/or previous college courses and have them sent directly to the Admissions and Records Office and submit a "Transcript Evaluation Request" form. Failure to submit official transcripts may result in a disruption or termination of my VA benefits.

_____ VA will not issue educational benefits for credits earned from previous college/training that are transferable to my declared program at Leeward Community College. I may not receive benefits for repeated courses.

_____ Receipt of a non-punitive grade [i.e. withdrawal (W), incomplete (I)] will be reported to VA.

_____ I understand that information will be sent to me through my official UH email, username@hawaii.edu and I am responsible for checking my account for updates on the VA certification process.

I CERTIFY THAT I HAVE READ AND AGREE TO THE ABOVE STATEMENTS AND THAT FAILURE TO COMPLY WITH ANY OF THE ABOVE STATEMENTS, MAY AFFECT MY VA BENEFITS.

Student's Signature	Date
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